

The Town of West Hartford
Announces An Open Competitive Examination
For the Position of

Police Chief

Application Deadline:

Friday, February 16, 2018

Salary Range:

\$130,000 - \$150,000

Job Purpose

To direct, plan and manage all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Work involves organizing and directing the activities of the Police Department's major divisions of patrol, detective, juvenile, special investigations, traffic control and accident investigation, community relations, training, management services and related services. Duties include policy development, departmental planning, and direction and administration of departmental activities. Works independently under the administrative direction of the Town Manager within governing laws, regulations and ordinances with performance evaluated on results achieved.

Essential Job Functions

- Consults with and advises the Town Manager on Police operations and issues. Plans, organizes and directs departmental activities in the enforcement of laws and ordinances, the prevention of crime, preservation of peace and the protection of life and property. Analyzes information on departmental effectiveness and efficiency and plans for short and long-term resources, procedures, and scheduling to meet objectives.
- Directs operations of the department through Assistant Chiefs and Division commanders; monitors overall crime trends, evaluates and administers Police programs such as crime prevention, criminal arrest and prosecution, juvenile assistance, traffic management, emergency services; responds to emergency situations involving department facilities and personnel.
- Directs the investigations of major criminal offenses; directs and coordinates special investigations involving other Town departments concerning criminal or administrative matters. Oversees special investigations and civilian complaint investigations. Coordinates police activities with local, state and federal law enforcement agencies. Directs the management of special police services to private contractors, businesses and members of the public.
- Inspects and evaluates the operations of the department through direct review of activities, reports and documents; ensures compliance with Federal and State requirements. Directs the

preparation and maintenance of police records and files; provides information to regulatory agencies and prepares required narrative and statistical reports, forms, and records.

- Selects and supervises, directly and through subordinates, departmental personnel; conducts and reviews performance evaluations; approves salary adjustments and authorizes disciplinary actions; administers and complies with all collective bargaining agreements, Personnel Rules and departmental policies and procedures. Responsible for personnel actions including the hiring, assignment, disciplinary action, and terminations; Ensures appropriate administration of all collective bargaining agreements and day to day labor relations. Participates in negotiations with employee organizations; resolves or assists in resolving union grievances.
- Provides appropriate staff development and training for employees to improve performance, assure standard safety procedures are utilized and to be in full compliance with all local, state, and federal laws and requirements.
- Directs and oversees the preparation of the annual department operating budget and capital budget; participates in the presentation and defending of the budget to appropriate authorities; administers approved budget and revises operations to affect economies. Monitors and controls budgetary expenditures of departmental fund allocations and develops strategies for resolving department budget problems; recommends, reviews specifications and authorizes purchase of equipment and supplies in accordance with Town policies and procedures.
- Cooperates with other law enforcement agencies and confers with other town offices in recommending crime prevention and safety measures.
- Attends meetings and appropriate boards, commissions and community organizations to answer questions and to present reports, plans and recommendations; confers with Town officials and the public to provide information and resolve problems; speaks in public with news media and before community groups, schools, social service agencies.
- Directs the issuance of a wide variety of permits and sign permits to signify departmental authorization.
- Keeps abreast of developments in the field of police operations and administration through attendance at meetings, conferences, and workshops and through continual review of relevant literature.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
- Assures effective and timely response to emergency situations.
- Maintains certificates as required by Federal, State and local jurisdictions.

- Performs other related duties as required.

Additional Job Functions

- May serve on regional, state, and/or professional police organizations to promote and enhance services to the community.

Knowledge, Skills, and Abilities

- Complete knowledge of the principles, practices, and methods of municipal law enforcement, administration, organization, and operation, coupled with considerable skill and ability in every phase of municipal law enforcement services provided by the department.
- Complete knowledge of Federal, State and local laws, regulations, ordinances, and policies of law enforcement operations and administration to include technical and administrative phases of crime prevention, law enforcement, rules of evidence, investigation, patrol, traffic control, police recordkeeping, care and custody of persons, and police training.
- Considerable knowledge of the principles and practices of public administration and operational procedures as applied to a large municipal law enforcement operation, including limitations upon department authority, the maintenance and use of police records and their application to Police administration and knowledge of municipal labor relations practices and procedures.
- Ability to provide effective leadership by establishing and maintaining effective working relationships with Town officials, subordinates, associates, state and federal authorities, officials of other agencies, civic leaders, the media and the general public.
- Skill in oral and written communications and effective presentations, supported by considerable skill in the use of a personal computer and related applications.
- Thorough ability to initiate, organize and execute municipal programs and projects and to administer related policies and procedures.
- Ability to administer the activities of a municipal police department and to supervise the work of a municipal law enforcement function.
- Ability to analyze reports, operating records, and police problems to develop and implement policies, plans and activities.
- Ability to make difficult decisions within deadlines in an environment of limited resources and competing claims.

- Ability to interpret and apply laws and regulations with clarity, firmness and tact; ability to utilize resourcefulness and sound judgment in emergency situations.
- Ability to negotiate varied terrain and to handle all the physical and emotional aspects of police work in all weather conditions, coupled with the ability to drive a motor vehicle in Connecticut and to competently operate specialized police equipment.

Work Environment

An employee in this class is considered to issue and administer orders rather than to execute them directly. Works independently with minimum supervision. Work is performed primarily in a business office setting subject to some interruptions, however may be required to participate in field operations involving major crimes or other emergencies. Position requires an ability to frequently move throughout town and travel to off-site locations for attendance at meetings, crime scenes, and other emergency sites. Must be able to effectively work under stressful conditions. Manages and coordinates multiple priorities adhering to established timeframes and performance standards. May interact with agitated or hostile individuals. Attendance and participation required at meetings outside the normal business workday. Work requires the exercising of independent judgment and authority in making decisions, addressing emergencies and directing members of the department. Hazards to personal safety may arise from personal, mechanical, and natural sources and include possible loss of life. Responsible for a twenty-four hour per day, seven days per week operation. During times of emergency, special, or weather events may be required to work extensively outside of, and in addition to, the normal workweek. This position serves at the pleasure of the Town Manager, subject to Section 7-278, Just Cause Requirement for Police Chief Dismissal, and all other applicable sections of the Connecticut General Statutes.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in Criminal Justice, Law Enforcement or Public Administration or a related field; Ten (10) years of progressively responsible experience in Police work, including service at the division command level, or a combination of education and experience deemed equivalent by the Executive Director of Human Resources, including the command level experience.

Must hold and maintain a valid Connecticut driver's license and a driving record compliant with the Town of West Hartford Safe Driving policy.

Special Qualification: Must be State of Connecticut POST certified or eligible for comparative certification by POST. Must be a citizen of the United States.

Method of Selection

An evaluation of education and professional experience will determine qualified candidates and those that will be further considered. Telephone interviews may be conducted with a selected number of qualified applicants as a further screening prior to face-to-face interviews.

The Town reserves the right to limit the number of qualified candidates invited to participate in any portion of the selection process.

Application Process

To be considered, please submit a letter of interest, resume, including salary history, and five professional references to Patricia Morowsky, Assistant Director of Human Resources, Town of West Hartford, 50 South Main Street, West Hartford, CT 06107. The closing date for submission is **Friday, February 16, 2018**.

An Equal Opportunity/Affirmative Action Employer – M/F